



# **Pollution Prevention Tracking and Reporting System**

Fiscal Year 2009 Data Entry Guidance

U.S. Department of Energy

October 2009

## Table of Contents

<b>1. Pollution Prevention Performance Reporting Under Executive Order 13423 and the OMB Environmental Stewardship Scorecard</b>	
1.1 Regulatory Drivers.....	1
1.2 How to Enter the Pollution Prevention Tracking and Reporting System.....	2
1.3 Changes to the Pollution Prevention Tracking and Reporting System.....	3
<b>2. FY 2008 Pollution Prevention Performance Database</b>	
2.1 Introduction.....	4
2.2 Site Profile.....	5
2.3 Site Wide Recycling or Reuse Activities and Sanitary Waste Generation Reporting.....	5
2.3.1 <i>Electronic Recycling</i> .....	6
2.3.2 <i>Sanitary Waste</i> .....	7
2.4 Environmental Stewardship Program Accomplishment and Award Reporting.....	7
2.4.1 <i>Environmental Stewardship Awards Criteria</i> .....	9
2.4.2 <i>Accomplishments/Awards Data Entry</i> .....	9
2.5 Waste Generation (as required by PSO).....	11
<b>3. Environmentally Preferable Purchasing Data Entry Guidance</b>	
3.1 Introduction: Covered Products.....	12
3.2 Log In Process for the Database.....	12
3.3 Data Entry.....	13
3.3.1 <i>EPEAT Registered Product Purchases</i> .....	13
3.3.2 <i>Designated Recycled Content Products – RCRA 6002/EO13423</i> .....	14
3.3.3 <i>Designated Biobased Content Products – FSRIA 9002/EO13423</i> .....	15

## Appendices

<b>Appendix A – Blank Site Profile.....</b>	<b>18</b>
<b>Appendix B – Closing the Circle Category Descriptions and Criteria.....</b>	<b>23</b>

# 1. Pollution Prevention Performance Reporting Under Executive Order 13423 and the OMB Environmental Stewardship Scorecard

This Data Entry Guidance has been developed to assist DOE elements in submitting their site, facility, or program office information to the Pollution Prevention Tracking and Reporting System (PPTRS). DOE maintains the PPTRS to collect data needed to prepare the Department's required annual progress reports under DOE Order 450.1A, *Environmental Protection Program*, and Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*. DOE also uses PPTRS data to prepare Pollution Prevention Performance Summaries for DOE Program Offices. The Department's EO reports and Environmental Stewardship Performance Summaries are available at <http://www.hss.energy.gov/pp/reports.html>. In addition, DOE uses the system for performance reporting under the Office of Management and Budget (OMB) Environmental Stewardship Scorecard. Information about the scorecard is available at <http://www.hss.energy.gov/nuclearsafety/nsea/oepa/reports/>.

Starting October 1, 2009, authorized users will be able to access the PPTRS through the DOE P2 website in order to enter site specific data for the annual reports. **Sections 2 and 3** of this document provide guidance for entering data into the Pollution Prevention Performance Database and the Environmentally Preferred Purchasing (EPP) database, respectively. These instructions are also posted on the DOE P2 website. Timelines for electronically reporting site data for inclusion in the annual reports are shown in Table 1.

**Table 1. Pollution Prevention Tracking and Reporting System - Data Entry Timelines**

Activity	Date
Website opens for data entry	October 1, 2009
Sites complete entry of Pollution Prevention Performance Database report data (Awards/Accomplishments, recycling, and waste generation)	December 1, 2009
Sites complete entry of Environmentally Preferable Purchasing data	December 1, 2009
Program Offices select Best in Class Awards	December 18, 2009

Access to the PPTRS is restricted to authorized users. If you need assistance with obtaining access to the system or recovery of lost passwords, contact the **HSS Information Management Center at [p2support@hq.doe.gov](mailto:p2support@hq.doe.gov) or (800) 473-4375**. Please specify the users name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

All data entered into the PPTRS must be done in a timely manner and must receive a quality assurance check before finalized for analytical and reporting purposes. Specific details of the QA process are left to the sites and PSOs to establish. Once the data has been finalized by the site and/or PSO reviewer it will be converted into a "read only" data report which will then be open to general review without password protection.

## 1.1 Regulatory Drivers

Executive Order 13423: Under EO 13423, Federal agencies are required to submit annual reports on their progress to the Office of Management and Budget (OMB), the Office of the Federal Environmental Executive (OFEE), and the Environmental Protection Agency (EPA).

OMB Scorecard: to the Office of Management and Budget evaluates the performance of Federal agencies in the areas of Environmental Stewardship, Energy Efficiency, and Transportation, using Scorecards. The PPTRS supports Departmental obligations to OMB under the Environmental Stewardship Scorecard.

DOE Orders: DOE Order 450.1A, *Environmental Protection Program*, was updated June 4<sup>th</sup>, 2008 to reflect new requirements outlined in EO 13423. This Order requires DOE sites to prepare annual progress reports based on input from Departmental elements. DOE Manual 231.1-1A-Change 1, *Environment, Safety and Health Reporting Manual*, instructs DOE sites to annually report data on environmental stewardship activities.

Legislation: Section 6002 of the Resource Conservation and Recovery Act (RCRA) provides a mechanism to increase government purchasing of recycled products. This aspect of Environmentally Preferable Procurement (EPP, formerly referred to as Affirmative Procurement) is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. Similarly, section 9002 of the Farm Security and Rural Investment Act (FSRIA) establishes requirements for Federal Agencies to purchase biobased products designated by the Department of Agriculture.

## 1.2 How to Enter the Pollution Prevention Tracking and Reporting System

Only authorized users are permitted to access the PPTRS. You must have a username and password to enter or view data on the system. To obtain a new user account, or for assistance with existing accounts, contact the **HSS Information Management Center** at [p2support@hq.doe.gov](mailto:p2support@hq.doe.gov) or (800) 473-4375. Please specify the user's name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

*Note: Expect 1-2 business days for the creation of a new account. All new account requests must be approved by Headquarters P2 staff.*

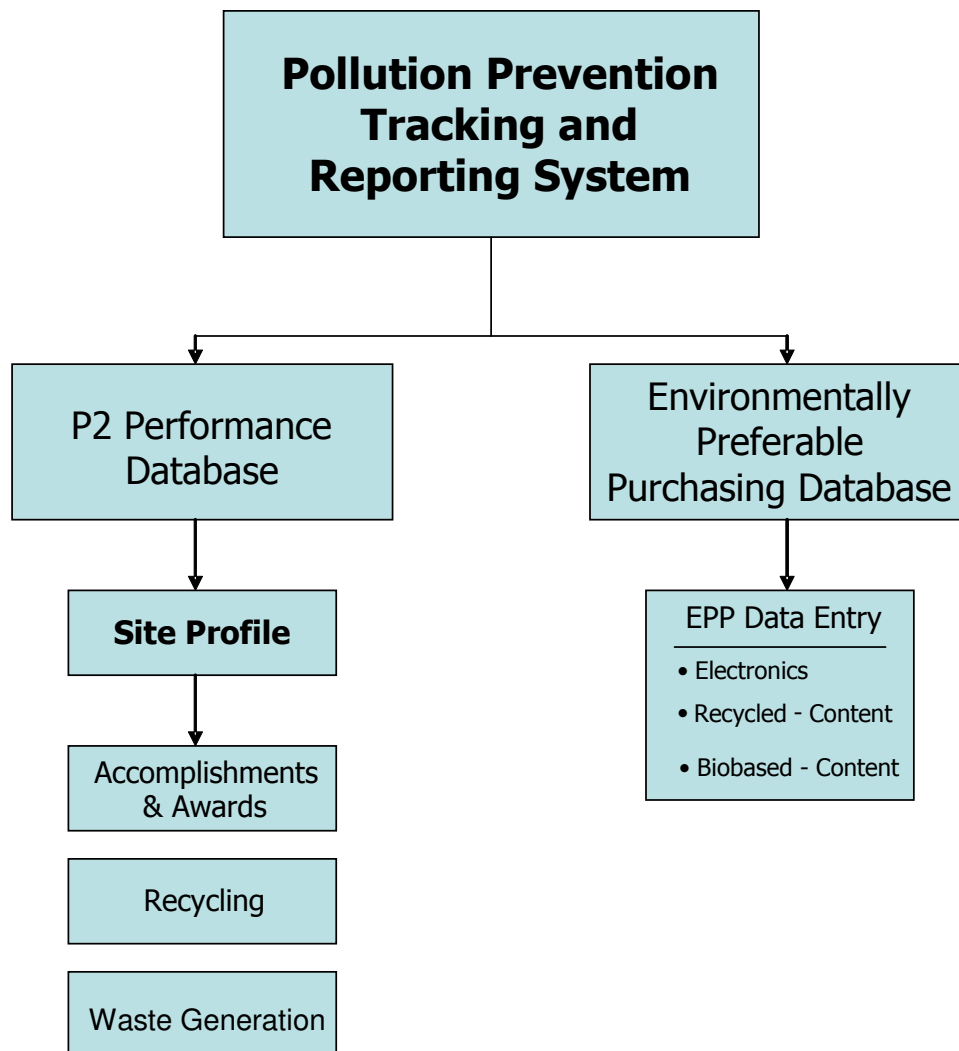
Each user account is created with specific rights, allowing users to perform data entry tasks only for sites with which they are affiliated. Sites should enter their data at the location specified for each site (typically by the site name used for the Environmental Management System). If your site encounters pre-existing data, apart from contact information, then please contact Don Lentzen (Tel. 202-586-7428 or [donald.lentzen@hq.doe.gov](mailto:donald.lentzen@hq.doe.gov)) to clarify access protocols.

After entering your username and password, the system will open up the data entry screen for your site. If you have access to multiple sites, your initial screen will list all of those sites for which you have access. Select the appropriate site by clicking on "Select" next to the site's name.

*Note: If you are responsible for only one site, a list of sites will not be seen.*

The PPTRS requires completion of a "Site Profile" before any other data may be entered into the system. When logging into a site for the first time, the PPTRS will require you to complete the Site Profile section before accessing other functions of the database (see Section 2.2 and Appendix A for more information on the Site Profile). Once the Site Profile has been completed for that site, you will see the "Data Collection Menu" after logging into the PPTRS. Figure 1.2 shows the overall structure of the PPTRS.

**Figure 1.2: PPTRS Schematic**



### **1.3 Changes to the Pollution Prevention Tracking and Reporting System**

Only minor updates have been made to the PPTRS for Fiscal Year (FY) 2009 reporting, with the majority of changes affecting the Site Profile and the EPP database. These revisions are as follows:

1. The Site Profile has minor updates:
  - Electronic stewardship reporting requirements have been updated to align with the Federal Electronics Challenge (FEC) reporting process.
  - Green purchasing reporting requirements have been updated to align with EO 13423.
  - Additional site level policy questions have been added in response to OFFE and OMB requirements.

2. Biobased purchasing is reported now only in the EPP database. Additional designated biobased content products have been added to align with Section 9002 of the FSRIA, EO 13423, and Part 23 of the Federal Acquisition Regulations. More information about reporting on biobased purchasing is provided in Section 3.3.3 of this guidance document.

## 2. FY 2009 Pollution Prevention Performance Database

### 2.1 Introduction

The P2 Performance Database contains 4 sections:

- Site Profile
- Accomplishments/Awards
- Recycling and Sanitary Waste Data
- Waste Generation Data (as required by PSO)

To enter data, you must log on to the PPTRS. After you have logged on (and selected a site, if you are responsible for multiple sites), you may choose to enter the P2 Performance Database or the EPP Database.

**Figure 2.1: Data Collection Menu**

**Pollution Prevention Tracking and Reporting System**

[Site/Project Profile](#) | [Recycling](#) | [Accomplishments and Awards](#) | [Waste Generation](#) |

[Select Site](#) | [Data Collection](#) | [Reports](#) | [Help](#) | [Log Out](#) |

Site Name: Demonstration Site  
FY Year: 2009

**Data Collection Menu**

System Name	Status	Last Modified By	Last Modified Date
Site/Project Profile	Complete	pnto	9/28/2009
Recycling Data	Not Started	N/A	N/A
Accomplishments / Awards	1. Not Started	1. N/A	1. N/A
Waste Generation Data	1. Lead PSO: MA - Not Started 2. Other PSO: EE - Not Started	1. N/A 2. N/A	1. N/A 2. N/A

[Environmentally Preferable Purchasing](#)

Last updated October 1, 2009  
[Return to Home Page](#)

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or call HSS Info Center at 800-473-4375

As shown in Figure 2.1, a navigation bar is present throughout the P2 Performance database to allow for easy transition between sections of the database. The navigation bar is “activated” upon completion of the Site Profile portion of the Database, and includes a “Help” feature that provides links to section-specific support, the data entry guidance document, and contact information for additional support.

## 2.2 Site Profile

The Site Profile serves as the main capture location for the P2 performance measures (see Figure 2.2). To enter your site's P2 Profile, select "Site Profile" from the Data Collection menu. **The Site Profile portion must be completed before data may be submitted in any other portion of the PPTRS.** The site profile can be saved and edited at a later date. The database performs real-time validation of the data. The system will not let you submit the Site Profile until all the required fields are completed.

The site and point-of-contact information from FY 2008 have been pre-populated in the FY 2009 Site Profile form (note that some site names have been updated for FY 2009). Please make changes to this information as appropriate. Users will need to re-enter all of the performance measure data for FY 2009; this data has not been brought forward from FY 2008. For your convenience, a blank Site Profile is included as Appendix A of this document.

**Figure 2.2: Site Profile**

The screenshot shows the 'P2 Pollution Prevention Tracking and Reporting System' interface. At the top is a navigation bar with links: 'Site/Project Profile' (selected), 'Recycling', 'Accomplishments and Awards', and 'Waste Generation'. Below this is a secondary navigation bar with links: 'Select Site', 'Data Collection', 'Reports', 'Help', and 'Log Out'. The main content area is titled 'Site Name: Demonstration Site'. Under 'Site Information:', there is a 'Site Name' field with 'Demonstration Site', a 'Lead PSO' dropdown menu showing 'MA', and a multi-select dropdown for 'Other PSOs with reportable activities at this site:' with options: '-Select-', 'EE' (selected), 'EM', 'FE', 'LM', 'NE', 'NA', 'PM', 'RW', and 'SC'. A note states: 'Note: Please keep holding the CTRL key to make a multiple selection.' Below this is the 'DOE Point of Contact Information:' section with fields for 'DOE Point of Contact:' (Jane DOE), 'DOE Phone #:' (222-222-2222), 'DOE Email Address:' (jane.doe@doe.gov), and 'DOE Fax #:' (222-222-2222). The phone number field includes a placeholder '(nnn) nnn-nnnn or nnn-nnn-nnnn'.

## 2.3 Site Wide Recycling or Reuse Activities and Sanitary Waste Generation Reporting

The data entry tasks associated with recycling are unchanged from FY 2008. To enter recycling and sanitary waste quantities, select "Recycling Data" from the left side of the main Annual Report Data page. Table 2.3 provides the reporting categories for waste recycling and/or reuse, which are to be reported in metric tons.

**Table 2.3: Reuse and Recycling Reporting Categories**

<u>Paper Products:</u> <ul style="list-style-type: none"> <li>▪ Office and Mixed Paper</li> <li>▪ Corrugated Cardboard</li> <li>▪ Phone Books</li> <li>▪ Newspapers/Magazines</li> </ul>	<u>Other Items:</u> <ul style="list-style-type: none"> <li>▪ Antifreeze</li> <li>▪ Engine Oils</li> <li>▪ Toner Cartridges</li> <li>▪ Batteries</li> <li>▪ Tires</li> <li>▪ Food Waste</li> <li>▪ Concrete/Asphalt</li> <li>▪ Glass</li> <li>▪ Fluorescent Bulbs</li> <li>▪ Ballasts</li> <li>▪ Plastic</li> <li>▪ Styrofoam</li> <li>▪ Transformers</li> <li>▪ Wood (Chips, Compost, Lumber)</li> <li>▪ Other Recycled Materials (such as Paint, Furniture, Appliances, Pallets, Equipment, Fill Material)</li> </ul>
<u>Scrap Metals:</u> <ul style="list-style-type: none"> <li>▪ Stainless Steel</li> <li>▪ Copper</li> <li>▪ Iron/Steel</li> <li>▪ Aluminum</li> <li>▪ Aluminum Cans</li> <li>▪ Lead</li> <li>▪ Zinc</li> <li>▪ Other Scrap Metals (such as Mercury)</li> </ul>	
<u>Precious Metals:</u> <ul style="list-style-type: none"> <li>▪ Silver</li> <li>▪ Gold</li> <li>▪ Platinum</li> <li>▪ Other Precious Metals</li> </ul>	

### 2.3.1 Electronics Recycling

The P2 Performance Database tracks computer and electronics recycling, corresponding with the requirements of EO 13423 and DOE Order 450.1A. DOE Headquarters will use the information entered into the PPTRS as the submittal for reporting requirements to the FEC.

As shown in Figure 2.3.1, each site is asked to report the amount of units recycled/reused, donated, or disposed for CRT and LCD monitors, desktop units, laptops, and printers. Please note that the FEC reporting quantities are “units” and not “weight,” and this is also the required reporting methodology used by DOE. Corresponding “weight to unit” conversion factors by category are provided on the data entry screen.

Sites may still report bulk electronics recycling by “weight” in the appropriate section (see Figure 2.3.1). This may be necessary if the site does not track the recycling of electronics by category type, or if the site is recycling additional electronics not covered by the FEC.

**Figure 2.3.1 Electronics Recycling**

Electronics Recycling:				
<b>Conversion factors:</b> Use the average measures below to convert gross weights into number of units for P2 reporting. These values are used by the Federal Electronics Challenge and authorized by the EPA. CPU - 27 lbs CRT Monitor - 14" - 15 lbs, 15" - 17 lbs, 17" - 25 lbs, 20" - 70 lbs LCD Monitor - 25 lbs Laptop - 7 lbs				
Did your site disposition any mixed electronics (not segregated by type)?				- Select -
How did your site manage computer equipment taken out of service in fiscal year 2009?				
	Desktop Computers # of units	CRT Monitors # of units	LCD Monitors # of units	Laptop Computers # of units
Transfer or Donate for Reuse:	0	0	0	0
Sent for Recycling:	0	0	0	0
Sent for Disposal (e.g., Waste-to-Energy, Landfill Facilities):	0	0	0	0

If your site did not segregate electronics by product type prior to disposition, please indicate the gross weight sent to each of the following:

Transfer or Donate for Reuse:	0	mt
Sent for Recycling:	0	mt
Sent for Disposal:	0	mt

*Note: DO NOT include items segregated by product type. These should be reported in the previous section.*

### 2.3.2 Sanitary Waste

Sanitary waste quantities are reported beneath the recycling categories. Sanitary waste, as defined by EPA, consists of unwanted materials, such as trash, that are generated by normal housekeeping activities and are not considered hazardous, radioactive, or covered under the Toxic Substance Control Act (TSCA). Sanitary wastes are regulated under the Resource Conservation and Recovery Act (RCRA) Subtitle D. For purposes of certain DOE reporting, sanitary waste reporting will also include discarded non-hazardous construction materials and demolition debris such as scrap metal, asphalt, and concrete. Sanitary waste must be reported as "Routine" or "Non Routine." See Section 2.5 for definitions of routine and non-routine.

## 2.4 Environmental Stewardship Program Accomplishment and Award Reporting

DOE operates over 40 sites with a wide variety of missions and characteristics. Despite the diversity of DOE sites, many activities or functions are similar throughout the DOE Complex. DOE therefore seeks to identify those environmental stewardship practices or processes that can be implemented at other sites. A central feature of DOE site environmental management systems (EMS), as described in DOE Order 450.1A, is continuous improvement based on lessons learned from past experience. In order to disseminate effective methods on how to reduce waste, DOE Headquarters manages agency-wide awards programs and produces annual reports and best practices summaries to share both within and outside the Department.

Accomplishments and Awards are reported using the categories and criteria established by the White House Closing the Circle (CTC) Awards, which are as follows:

- Green Purchasing - the purchase and use of recycled content, environmentally preferable, or biobased products.
- Waste/Pollution Prevention - source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution.
- Recycling - collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion).
- Environmental Management Systems - effective and innovative programs to implement environmental management systems.
- Sustainable Design/Green Buildings - innovative Federal government sustainable design and green building projects.
- Alternative Fuels and Fuel Conservation - programs, practices, and procedures implemented in a Federal fleet that result in significant reduction in petroleum use.
- Electronics Stewardship - effective and innovative programs that promote the purchase of green computer products, the reduction of impacts of computers during use, and the management of obsolete electronics in an environmentally safe manner.

More detailed descriptions of the CTC nomination categories and criteria are provided in Appendix B of this document.

All project descriptions submitted will be labeled as Accomplishments. Each site can submit as many Accomplishments as desired, if they meet the following criteria:

- Contribute to achieving the DOE P2 goals; and
- Reduce life cycle cost and/or the liability of mission related activities

If an Accomplishment is deemed outstanding by the site, it can be extended into an Award nomination for consideration for CTC and Environmental Sustainability Star (*E-Star*) Awards (formerly the Pollution Prevention Star Award). The Best in Class Award selections are the source for DOE submissions to the White House Closing the Circle Awards and the DOE *E-Star* Awards.

- The Closing the Circle Awards recognize Federal facilities and employees for innovative practices and programs that have improved environmental performance and conditions at Federal facilities.
- The DOE *E-Star* Awards recognize innovation and/or excellence in pollution prevention and environmental sustainability stewardship efforts within the Department and are selected by an independent panel.

For both Awards, work done in FY 2009 will not be evaluated until 2010; thus, they will be termed 2010 Awards.

#### 2.4.1 Environmental Stewardship Awards Criteria

The DOE Environmental Stewardship Awards are open to all environmental projects and practices performed by DOE employees, sites, facilities, programs, and contractors. Self nominations are accepted. The activity nominated for an Environmental Stewardship Award must:

1. Have been completed or performed in FY 2009, and
2. Have been funded:
  - a) by DOE; or
  - b) under a contract or subcontract ultimately funded in large part by DOE; or
  - c) under contract with or directly by another U.S. Government agency and have significant positive effects benefiting DOE.

#### 2.4.2 Accomplishments/Awards Data Entry

Follow these steps to enter an Accomplishment/Award:

1. Enter the Accomplishment: The nominator logs onto the Accomplishments and Awards website and fills in the required Accomplishment data (see Figure 2.4.2), including the project's name, the project's category, a brief description of the project, and relevant contact information. Information can be saved in draft form, allowing nominators to log out of the system without losing the entry.
2. Award Nominations: To nominate the accomplishment for environmental stewardship award consideration, select "yes" from the drop-down menu at the bottom of the accomplishments page. Awards require more contact information, and you will be asked for information about the nominator, federal point of contact, and nominated individual or group. Award nominations also typically contain more extensive descriptions and supporting documentation. This supporting information may be typed or pasted directly into the database using the text editor tool, or may be attached to the nomination form in one or more separate files. (The system will support up to five attached files per award nomination). The additional files may contain multiple supporting images, graphics, or data, as well as text. The website provides instructions for attaching a file.
3. Save Options: You can either save a nomination as Draft (allowing you to continue to work on it again in the future) or you can save it as Final (locking it from future edits). Only nominations saved as Final will be considered for environmental stewardship awards.
  - a. To save the nomination as a draft, click "Save" without clicking on the checkbox indicating that the nomination is final. To edit your draft, select "Edit/View Nominations" from the environmental stewardship awards page.
  - b. To submit the nomination as Final, check the box indicating that the document has been finalized at the bottom of the nominations page, then click on "Save." Once a nomination has been saved as final, no further edits may be made. Please make sure that the nominations have undergone the appropriate level of review prior to finalizing them.

**Figure 2.4.2: Accomplishments/Awards Data Entry**

The screenshot shows the 'Accomplishment Information' section of the P2 system. It includes a header with the P2 logo and navigation links. The main form area contains several input fields and dropdown menus for entering activity details. At the bottom, there are three buttons: 'Check Validation', 'Save', and 'Finalize'.

**P2** Pollution Prevention Tracking and Reporting System

[Site Profile](#) | [Recycling](#) | [Accomplishments and Awards](#) | [Waste Generation](#) |

[Select Site](#) | [Data Collection](#) | [Reports](#) | [Help](#) | [Log Out](#) |

**Site Name: Demonstration Site**

**Accomplishment Information:**

Name of Activity:

Category:

PSO:

Description:

Start spellchecking...

Were Costs Avoided by this project?

Was waste generation avoided by this project?

Is this activity being nominated for P2 Star and Closing the Circle award consideration?:  \* Award nomination will be enabled by selecting 'Yes'

4. The site Environmental Stewardship Coordinator screens all nominations for eligibility, verifies the nomination authenticity (i.e., is the nominated project/practice description accurate and completed or performed during the prior year, etc.), and secures site management endorsement of the nominations. The site Coordinators must verify the eligibility of all entries received, secure site management endorsement, post all eligible/endorsed nominations as Final on the DOE P2 website, and notify their Program Office/Administrator by **December 1, 2009**.
5. The Program Offices/Administrators use the criteria outlined in this document to select their respective Best in Class Award recipients from the site nominations by **December 18, 2009**. The DOE P2 web site will list the Best in Class Award recipients.
6. Headquarters will prepare and submit the Best in Class Award recipients as DOE's nominations to the White House Closing the Circle Award competition by **January 31, 2010** (date not yet officially announced by OFEE).
7. Headquarters will also submit, by **January 31, 2010**, the Best in Class Award recipients to an independent review panel that will select the DOE E-Star Awards.

8. Security Procedures: Nominators must follow site specific protocols for participation in the awards program, for security review, and/or coordination of information being posted on the DOE P2 web site. Check with the site Environmental Stewardship Coordinator to determine site specific requirements and timelines before attempting to submit a nomination.

## **2.5 Waste Generation (As required by PSO)**

When entering waste generation data it is important to note that there are two separate categories of waste reporting: routine waste and nonroutine waste. Nonroutine wastes are those associated with cleanup and stabilization of legacy waste. Routine operations wastes are those associated with all other site activities (e.g., waste from national security operations, scientific research, program administration, site infrastructure, and maintenance and refurbishing of facilities in standby status). These waste categories need to be kept distinct for comparison to past reported quantities.

To enter waste quantities, select “Waste Generation Data” from the left side of the main Annual Report Data page. Separate entries are required for each PSO that generated wastes at the site. The system may prompt you to provide an explanation/discussion for generation amounts reported for FY 2009 which differ by greater than plus or minus 20% from the site’s FY 2008 reported amounts. Please note that the PPTRS will automatically convert all into either cubic meters or metric tons, as appropriate, regardless of the unit selected during data entry. The database performs this conversion as it saves the data.

The following waste types should be reported as “Routine” or “Non Routine” in liquid or solid forms by each program office on site. These categories will subsequently be combined with other sites into program office totals:

- High Level
- Transuranic
- Mixed Transuranic
- Low Level Radioactive
- Low Level Mixed (Radioactive and Hazardous)

The following waste types should be reported as Hazardous Waste from “Routine” or “Non Routine” operations:

- RCRA Regulated
- State Regulated (industrial waste)
- TSCA Regulated
- Mixed TSCA

### 3. Environmentally Preferable Purchasing Data Entry Guidance

#### 3.1 Introduction: Covered Products

Section 6002 of RCRA provides a mechanism to increase government purchasing of designated products with recycled content. This aspect of Environmentally Preferable Purchasing is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. The Federal Government is the nation's largest single consumer and is one of the nation's largest generators of solid waste. Site responses help DOE track its purchases of environmentally preferable products, evaluate the overall effectiveness of DOE's Environmentally Preferable Purchasing program, and fulfill RCRA reporting requirements. The data collected by this reporting system is used to prepare an annual Agency Summary Report, the U.S. Department of Energy Environmentally Preferable Purchasing and Recycling Report, which is submitted to the Office of Federal Procurement Policy within the Office of Management and Budget, and also to the Office of the Federal Environmental Executive. EPP is also a reporting category in the OMB Environmental Management Scorecard.

Similarly, section 9002 of the Farm Security and Rural Investment Act established requirements for the Federal Agencies to purchase biobased products designated by the Department of Agriculture. The EPP database now contains and has expanded reporting to include 33 USDA-designated biobased content products.

The EPP section of the data system also contains reporting on Agency performance in purchasing environmentally preferable electronics, specifically those in the Electronic Product Environmental Assessment Tool (EPEAT) Registry. EPEAT reporting is further discussed in Section 3.3.

#### 3.2 Log In Process for the Database

Please use the following steps to log in to the reporting software:

- Enter your user name and password. Please contact **HSS Information Management Center at [p2support@hq.doe.gov](mailto:p2support@hq.doe.gov) or (800) 473-4375** if you need a user name and password.
- Choose your **site name** from the drop down list on the **Log in Page** of the reporting site.
- Select **Access Report**

Once logged into the system, the user will be presented with the Main Menu, as shown in Figure 3.2.

**Figure 3.2: EPP Main Page**

**U.S. Department of Energy's  
Pollution Prevention (P2) Program**

**FY 2009 RCRA/EO 13423 Reporting System**

[logout](#)

\* [Select Site](#)

**Data Entry**

\* [Site Contacts](#)

\* [Input Data](#)

**Reports and Tools**

\* [Blank Report](#)

\* [Completed Report](#)

\* [Data Entry Guidance](#)

\* [P2 Performance DB](#)

Please choose one of the main menu options listed on the left.

Use the Site Contact option to enter point of contact and EPP program-level information about your site. All sites must complete a site contact. Use the Input Data option to enter all purchasing data for this report.

Choose the P2 Performance DB option if you wish to enter an Accomplishment or Award. Note that the Site P2 Profile must be completed before any Accomplishments or Awards may be entered into that system.

Additional information about this data system is available through the Data Entry Guidance link.

Technical questions? E-mail us at: [P2support@hq.doe.gov](mailto:P2support@hq.doe.gov) or call HSS InfoCenter at 800-473-4375



## 3.3 Data Entry

### 3.3.1 EPEAT Registered Product Purchases

The EPP database tracks EPEAT-registered product purchases made in FY 2009 (see Figure 3.3.1). The input screen allows the user to enter data pertaining to the purchase of desktops, monitors, and laptops. For FY 2009, the database tracks whether a purchased computer or monitor is registered EPEAT bronze, silver, or gold. For each category, please provide the number of units purchased. Please note this reporting is simpler than the required recycled content purchasing.

More information about EPEAT, along with access to the EPEAT Registry of environmentally preferably electronics, is available at <http://www.epeat.net/>. All other questions regarding electronics reporting and the FEC should be referred to Jeff Eagan 202 586-4598 or [jeff.eagan@hq.doe.gov](mailto:jeff.eagan@hq.doe.gov)

**Figure 3.3.1: Electronic Equipment Purchasing Category**

**U.S. Department of Energy's  
Pollution Prevention (P2) Program**  
**FY 2009 RCRA/EO 13423 Reporting System**  
Data Entry - Electronic Equipment

---

**NOTE:** GSA will provide data for DOE purchases of this product from its stock program. DO NOT include electronics obtained directly from GSA. Only provide amounts for your purchases from other sources (i.e. NONFEDERAL), including GSA schedule contracts.

**For computer equipment purchased and/or leased last year, how many units had the following attributes:**

	Desktop Computers	CRT Monitors	LCD Monitors	Laptop Computers
	# of Units	# of Units	# of Units	# of Units
EPEAT - Registered (Bronze)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
EPEAT - Registered (Silver)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
EPEAT - Registered (Gold)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Not EPEAT - Registered	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

---

Technical questions? E-mail us at: [P2support@hq.doe.gov](mailto:P2support@hq.doe.gov) or call HSS InfoCenter at 800-473-4375

### 3.3.2 Designated Recycled Content Products – RCRA 6002/EO 13423

DOE is required to report on our FY 2009 purchases of the items currently on the Comprehensive Procurement Guidelines (CPG) listing on EPA's website at <http://www.epa.gov/cpg/products.htm> (A summary table of designated recycled products is available at [http://www.hss.doe.gov/pp/epp/drivers\\_and\\_guidelines.html](http://www.hss.doe.gov/pp/epp/drivers_and_guidelines.html) - select "Overview and Template" under "Recycled Products" heading.). Reporting of recycled content products is largely unchanged from previous years.

Each CPG-listed item links to a page where you will answer Office of Management and Budget (OMB) report questions and report on FY 2009 purchases for the designated item. To enter data for an item, click on one of the items listed on this page. Each page contains a link to a "Help" page that provides instructional guidance for the individual item.

The Total Dollar Amount of an item is defined as the amount of money your site spent on a particular item. This includes all money spent on items that contain recovered materials, as well as the total amount of the items purchased that are made from virgin materials.

The Total Dollar Amount of an item containing recovered materials is defined as the amount your site spent on a particular item containing recovered materials.

*Note: The total amount of an item containing recycled content cannot be greater than the Total Dollar Amount spent on that item. The two numbers can be equal.*

In addition to data on total purchases and recycled content purchases of designated items, sites must provide justification for purchases of designated items that lack the requisite recycled content. EO 13423 requires that agencies ensure that 100% of their purchases of designated products meet or exceed the EPA designated guidelines, unless written justification is provided that a product is not available within a reasonable time frame, does not meet appropriate performance standards, or is only available at an unreasonable price. If your site has purchased less than 100% recycled content products for a designated item, you must select the justifications that apply to your situation. If none of the three provided justifications apply to your situation, select “None of the Above.” Also specify the total dollar amount of purchases of designated items made from virgin materials for which there was no justification (unjustified purchases.) The Federal Environmental Executive is interested in the technical impediments to purchasing/using the recycled content item. Accordingly, a text box is provided for a summary of the circumstances preventing the site’s purchase of the designated item 100% percent of the time.

After entering all information for an individual item, you must select the “Submit” button at the bottom of the Web page to save your information. A series of checks is then made by the reporting software to ensure that the data you entered follows certain rules. If the data does not pass a particular check, a data entry error message will be displayed to explain the problem. You will then be instructed to use the “Back” button on your Internet browser to correct your data entry problem. For example, an error message would be triggered for any item in which the recycled content purchase amount exceeded the total amount of the item purchased.

After successfully entering an item, the following message is displayed: “The Database has been updated.” You may then select the “Return to Items Page” button, which will display the “Input Data - Designated Items to Report” page, or the “Print Out Report” button, which will send you to the report that displays the data for the item you have entered.

### 3.3.3 Designated Biobased Content Products – FSRIA 9002/EO 13423

The EPP database now tracks biobased content products. The list of USDA-designated biobased content products has been expanded, re-organized, and moved from the FY08 P2 Site Profile to the EPP database and includes the biobased products designated in USDA’s Rounds 2, 3, and 4 rules. See Figure 3.3.2 for a complete list of the required designated biobased content products.

The input screen (see Figure 3.3.3) allows users to enter data pertaining to each of the 33 designated biobased content products along with an “other” products option. Note that the biobased reporting form contains both required and optional fields. The columns designated as “Purchased” and “Purchased Conforming to Biobased Requirements” are required for each product. The columns designated as “Total Dollar Amount of Biobased Product,” “Brand Name (including comments on performance),” and “Impediments to use of Biobased Product” are optional.

**Figure 3.3.2: New Designated Biobased Content Products List**

<b>Cleaners/Solvents</b>
Adhesives & Mastic Removers
Bath & Spa Cleaners
Carpet & Upholstery Cleaners
Floor Strippers
Glass Cleaners
Graffiti & Grease Removers
Hand Cleaners & Sanitizers
Laundry Products
<b>Construction Materials</b>
**Carpets
**Insulating Foam- Residential & Commercial
**Panels- Composite
Release Fluids- Concrete & Asphalt
Sealant- Urethane Roof Coating
Sealant- Water Tank Coating
Sealant- Wood & Concrete
<b>Dishware</b>
Cutlery- Disposable
**Disposable Containers
<b>Lubricants</b>
2-Cycle Engine Oil
Firearm Lubricant
Greases
Metalworking Fluids
Penetrating Lubricant
<b>Miscellaneous</b>
Bedding, Bed Linens, & Towels
De-Icers- General Purpose
Dust Suppressants
**Fertilizers
Films
Fluid Filled Transformers
Fuel Additives- Diesel
Hydraulic Fluids- Mobile Equipment
Hydraulic Fluids- Stationary Equipment
Lip Care Products
Sorbents
<b>Other</b>
<i>Insert Product(s)</i>

**Figure 3.3.3: New Designated Biobased Content Products Category**

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**U.S. Department of Energy's  
Pollution Prevention (P2) Program  
FY 2009 RCRA/EO 13423 Reporting System**  
Data Entry - Designated Biobased Products



NOTE: GSA will provide data for DOE purchases of this product from its stock program. DO NOT include electronics obtained directly from GSA. Only provide amounts for your purchases from other sources (i.e. NONFEDERAL), including GSA schedule contracts.

\*\*May overlap with recycled content requirements.

Recycled content requirements have precedence.

OPTIONAL REPORTING CATEGORIES

Product	Purchased Y/N	Purchased Conforming to Biobased Requirements Y/N	Total Dollar Amount of Biobased Product	Brand Name (including comments on performance)	Inpediments to Use of Biobased Product
<b>Cleaners/Solvents</b>					
Adhesives & Mastic Removers	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Bath & Spa Cleaners	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Carpet & Upholstery Cleaners	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Floor Strippers	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Glass Cleaners	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Graffiti & Grease Removers	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Hand Cleaners & Sanitizers	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Laundry Products	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
<b>Construction Materials</b>					
**Carpets	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
**Insulating Foam- Residential & Commercial	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
**Panels- Composite	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Release Fluids- Concrete & Asphalt	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Sealant- Urethane Roof Coating	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Sealant- Water Tank Coating	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		
Sealant- Wood & Concrete	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	\$ 0.00		

## Appendix A:

### FY09 Site Profile Blank Report

**\*Site Name:** \_\_\_\_\_

**\*Lead PSO:** ☐EE ☐EM ☐FE ☐LM ☐MA ☐NA ☐NE ☐PM ☐RW ☐SC  
(Select only one PSO)

**Other PSOs:** ☐EE ☐EM ☐FE ☐LM ☐MA ☐NA ☐NE ☐PM ☐RW ☐SC  
(Allowed multiple selection)

#### DOE Point of Contact Information:

**\*DOE Point of Contact:** \_\_\_\_\_

**\*DOE Phone #:** \_\_\_\_\_

**\*DOE Email Address:** \_\_\_\_\_

**\*DOE Employee Address:** \_\_\_\_\_

\_\_\_\_\_

#### Contractor Point of Contact Information:

**\*Company Name:** \_\_\_\_\_

**\*Contractor Point of Contact:** \_\_\_\_\_

**\*Contractor Phone #:** \_\_\_\_\_

**\*Contractor Email Address:** \_\_\_\_\_

**\*Contractor Address:** \_\_\_\_\_

\_\_\_\_\_

### 2009 Pollution Prevention Performance Measures:

1. Have objectives and targets for achieving DOE's pollution prevention and sustainable environmental stewardship goals (O 450.1A) been established in the site EMS?

- |   |  |
|---|--|
| • *Waste Prevention                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Toxic Chemical Use and Release Reduction | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Environmentally Preferable Purchasing    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Electronics Stewardship                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Post-Consumer Material Recycling         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comment: \_\_\_\_\_

\_\_\_\_\_

2. \*Have the resources needed to implement site EMS objectives and targets for achieving DOE's pollution prevention and sustainable environmental stewardship goals been included in the site budgetary process that are not alternatively funded through Energy Savings Performance Contracts?

☐ Yes ☐ No

Comment: \_\_\_\_\_

\_\_\_\_\_

3. Indicate any P2-related voluntary programs for which the site was officially recognized as a participant during the reporting period, including (but not limited to):

- |   |  |
|---|--|
| • *Adopt Your Watershed                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Climate Leaders                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Federal Electronics Challenge Partner              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Green Engineering                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *National Partnership for Environmental Performance | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *WasteWise  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • *Other (If yes, please identify in the comment box) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comment: \_\_\_\_\_

\_\_\_\_\_

4. Indicate local, state, regional, and/or national awards (not including DOE/NNSA or Closing the Circle recognition) received during the reporting period for environmental sustainability and environmental compliance efforts.

Comment: \_\_\_\_\_

\_\_\_\_\_

*Note: Describe any notable environmental sustainability and environmental compliance actions conducted during the reporting period in the "Accomplishments/Awards" section of the database.*

5. a) How does your site address the toxic chemical reduction requirements of EO 13423 and DOE Order 450.1A? Specifically:

- \*Has the site identified its list of toxic chemicals and materials for which reduction goals will apply? ☐ Yes ☐ No
- \*Has the site identified the actions it plans to take to meet its toxic chemical reduction goals? ☐ Yes ☐ No
- \*Has the site re-evaluated its toxic chemical goals as part of the annual EMS review? ☐ Yes ☐ No
- \*Please describe your sites progress in achieving the site's toxic chemical reduction goals. Include description of the chemicals being targeted, the reduction goals, efforts completed to date, and next steps, if any.

Comment: \_\_\_\_\_

\_\_\_\_\_

5. b) \*Has your site implemented a chemical inventory tracking system that integrates information throughout the entire chemical lifecycle covering procurement, storage, use, transfer/movement, and final disposition? ☐ Yes ☐ No

Comment: \_\_\_\_\_

\_\_\_\_\_

5. c) Does the EMS include practices to maximize the use of safe alternatives to ODS? Specifically:

- \*The use of ODS in new equipment is eliminated ☐ Yes ☐ No
- \*The use of ODS in existing equipment is phased out as the existing equipment reaches its expected service life, and the maintenance of equipment is conducted to prevent or fix leaks ☐ Yes ☐ No
- \*The replacement of leaking equipment is carried out when leak repairs are no longer cost-effective, or where it is life-cycle cost-effective, to replace the equipment ☐ Yes ☐ No
- \*Coordinated with DoD for possible transfer of ODS to DoD ☐ Yes ☐ No

Comment: \_\_\_\_\_

\_\_\_\_\_

6. a) \*Are ENERGY STAR® Power Management features enabled on computers and monitors at your site?

- Computers ☐ Yes ☐ No
- Monitors ☐ Yes ☐ No

*If No, please identify impediments to enabling these features in the comment box below.*

*If Yes, please identify the mechanisms through which these features are enabled (i.e., through a sitewide LAN, or through desktop configurations.)*

Comment: \_\_\_\_\_

---

6. b) \*What is the estimated % of ENERGY STAR® Power Management enabled computers and monitors at your site?

- Computers  %
- Monitors  %

Comment: \_\_\_\_\_

---

6. c) \*What is the average lifespan of computers at your site in months?

Comment: \_\_\_\_\_

---

6. d) Are end-of-life computers and monitors generated at the site sent for reuse or recycling?  
Specifically:

- \*Returned to vendor for de-manufacturing ☐ Yes ☐ No
- \*Use of EPA's Recycling Electronics and Asset Disposition (READ) Services Government Wide Acquisition Contact ☐ Yes ☐ No
- \*Use of Department of Justice UNICOR Electronics Recycling Program ☐ Yes ☐ No
- \*Use of General Services Administration Federal Supply Service Multiple Award Schedule 899, Environmental Services for Recycling of Electronic Equipment ☐ Yes ☐ No
- \*Use of recyclers that are members, in good standing, of one or more professional recycling associations such as the International Association of Electronic Recyclers, Institute of Scrap Recycling Industries, and National Recycling Coalition ☐ Yes ☐ No
- \*Utilize GSA's Computer for Learning Program (GSAXcess) for transferring surplus computer systems and other surplus electronics to eligible schools (gsaxcess.gov) ☐ Yes ☐ No
- \*Specify in IT contracts for leased electronic equipment "take-back" provisions where, at the end of the lease period, the equipment is reused, refurbished, donated, or recycled using environmentally sound management practices ☐ Yes ☐ No
- \*Other (If yes, please identify in the comment box) ☐ Yes ☐ No

*Remember to provide your site's computer disposition data in the recycling section of the database.*

Comment: \_\_\_\_\_

---

7. a) \*Has your site established a preference for ENERGY STAR®, Federal Energy Management Program (FEMP)-designated energy efficient, and WaterSense-labeled products, and did your site purchase these products in FY 09?

- |                               |  |  |
|-------------------------------|--|--|
| • ENERGY STAR® products       | Preference: <input type="checkbox"/> Yes <input type="checkbox"/> No | Purchase: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • FEMP-designated products    | Preference: <input type="checkbox"/> Yes <input type="checkbox"/> No | Purchase: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • WaterSense-labeled products | Preference: <input type="checkbox"/> Yes <input type="checkbox"/> No | Purchase: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comment: \_\_\_\_\_

\_\_\_\_\_

7. b) \*Did your site purchase any of the following environmentally preferable products and/or services, including those used at facilities managed by GSA and leased facilities, in FY 09?

- |  |  |
|--|--|
| • Carpet with multiple attributes        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Green conference and meeting services  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Green janitorial products and services | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Low or no VOC paints                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Other (please describe)                | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comment: \_\_\_\_\_

\_\_\_\_\_

**NOTE: \*Field Name is a mandatory field**

## Appendix B:

### Closing the Circle Category Descriptions and Criteria

<p>1. Green Purchasing</p>	<p>"This category recognizes the most effective and innovative programs implemented in FY 2009 for the purchase and use of recycled content products, Energy Star/energy efficient and EPEAT-registered products, biobased products, and environmentally preferable products and services at a Federal site, facility, or operation. The nomination must describe specific purchases of goods and services during FY 2008 in these categories, where applicable. It also must include a discussion of how green products requirements were incorporated in supply and services contracts (e.g., specifications, scope of work provisions, performance-based provisions). In addition, nominees must have a written, integrated green purchasing plan (or affirmative procurement plan), policy, or procedures; training of contracting officials and requirements staff; and education and outreach to facility staff and contractors. There will be a preference for innovative purchasing techniques, such as the notification of green purchasing requirements in FedBizOps synopses, the use of solicitation or contract templates, blanket purchase agreements requiring the supply of green products, and the use of past performance criteria and evaluation factors for award for knowledge of the supply and use of green products."</p>	<p>Positive changes made by the individual, team, or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of toxic material or hazardous waste reduced, the increase in quantity and value of biobased products purchased by the facility).</p>
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<p>2. Waste/Pollution Prevention</p>	<p>This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment, or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13423.</p>	<p>Positive changes made by the individual, team, or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste generation reduced through the change).</p>
<p>3. Recycling</p>	<p>This category recognizes outstanding activities including collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.</p>	<p>Positive changes made by the individual, team, or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste reduced through recycling).</p>

<p>4. Environmental Management System</p>	<p>This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13423. Implementation of facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting of raw materials, use and disposal of final products services, material and energy usage and waste, environmental, health and safety management costs, or the use of environmental accounting and life cycle assessment (LCA) in multiple types of decision making.</p>	<p>Full integration of the EMS into the infrastructure and culture of the site/facility, including management performance, decision making processes, and community involvement and outreach. Consideration should be given to looking for nominations that emphasize measured results, not simply effort, and represent clear examples of ongoing excellence in an active, implemented LCA system, or an outstanding project planned and implemented using LCA principles.</p>
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<p>5. Sustainable Design/Green Buildings</p>	<p>This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded to a successful offerer. Nominations should address all facets of a structure or project life cycle (i.e., encompass project design, energy efficiency, materials usage, building operations). Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.</p>	<p>Positive changes made by the individual, team, or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, level of increase in energy efficiency, reduction in building operation costs, and/or use of environmentally preferable building materials).</p>
<p>6. Alternative Fuels and Fuel Conservation</p>	<p>This category recognizes programs, practices, and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure, methods for encouraging the use of alternative fuels, ride sharing programs, increased vehicle usage efficiency programs, hybrid vehicle acquisition and use, or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial, and other hurdles and support the goals of E.O. 13423.</p>	<p>Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial, and other hurdles and support the goals of E.O. 13423.</p>

<p>7. Electronics Stewardship</p>	<p>This category recognizes effective and innovative programs that promote the purchase of green computer products, the reduction of impacts of computers during use, and the management of obsolete electronics in an environmentally friendly way.</p>	<p>This category recognizes Federal facilities which promote sustainable environmental stewardship of their Federal electronic assets <u>in all three lifecycle phases:</u> acquisition and procurement, operation and maintenance, and end-of-life management practices in accordance with the Federal Electronics Challenge (FEC) guidance for Gold Level partners (please see <a href="http://www.federalectronicchallenge.net/forms/gold07.pdf">www.federalectronicchallenge.net/forms/gold07.pdf</a>.) or an equivalent program. .</p>
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